



CHADDS FORD TOWNSHIP SEWER AUTHORITY
REORGANIZATION AND REGULAR MEETING
JANUARY 15, 2019

Board Members: Mark Stookey
Dennis Henry
Ted Mennicke
Robert Lohr

Not Present: Amanda Konyk

Also Present: Valerie Hoxter, Sewer Authority Manager
Mike Sheridan, Solicitor
Mike DiSantis, DELCORA
Tom Leisse, Pennoni Associates

REORGANIZATION MEETING

Mr. Stookey called the meeting to order at 7:00 p.m.

Upon motion and second (Stookey/Henry) Mr. Lohr was elected temporary Chair.

Upon motion and second (Stookey/Lohr) Mr. Henry was elected temporary Secretary for roll call. Roll call was conducted confirming the following Board Members were in attendance: Mark Stookey, Dennis Henry, Robert Lohr and Ted Mennicke.

Upon motion and second (Mennicke/Henry) Mr. Stookey was elected Chairman for 2019.

Upon motion and second (Lohr/Henry) Mr. Mennicke was elected Vice Chair for 2019.

Upon motion and second (Stookey/Henry) Mr. Lohr was elected Secretary for 2019.

Upon motion and second (Lohr/Stookey) Mr. Henry was elected Treasurer for 2019.

Upon motion and second (Stookey/Lohr) Ms. Hoxter was elected Right-to-Know Officer for 2019.

Upon motion and second (Lohr/Henry) Mr. Sheridan was appointed Solicitor for 2019.

Upon motion and second (Lohr/Mennicke) Pennoni Engineering, specifically Tom Leisse, was appointed Engineer for 2019.

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Upon motion and second (Stookey/Lohr) Barbacane, Thornton and Company, LLP was appointed Auditor to perform the audit for year 2018.

Upon motion and second (Stookey/Lohr) Ms. Hoxter was appointed Authority Manager and Assistant Treasurer for 2019.

Upon motion and second (Henry/Lohr) the following were designated as Authority Bank Depositories for 2019: DNB Bank, PLGIT, CFG Community, First National Bank of McGregor, Cornerstone Bank, Sonabank, Security Bank and First Internet Bank of Indiana.

Upon motion and second (Lohr/Henry) the previous motion was amended to include TD Bank as a Bank Depository for 2019.

Upon motion and second (Lohr/Mennicke) meeting dates were approved for the third Tuesday of every other month from January 15, 2019 through January 21, 2020; with the exception of the May meeting which will be held on Tuesday, May 14, 2019.

REGULAR MEETING

ANNOUNCEMENTS

There were no announcements.

MINUTES

Upon motion and second (Stookey/Mennicke) the minutes from the November 20, 2018 Regular Meeting were approved.

DELCORA

Mr. DiSantis presented his written report for the months of November and December 2018. There were no violations at either plant during November or December.

Mr. DiSantis and Ms. Hoxter updated the Board on their meeting to discuss specifics regarding the Authority's request to have Delcora provide after-hours emergency response services including a 24-hour manned response call number. The parameters of such an arrangement were discussed by Mr. DiSantis, the Board, Ms. Hoxter, Mr. Leisse and Mr. Sheridan. Mr. DiSantis will prepare a Memorandum of Understanding and forward it to Ms. Hoxter for review. Ms. Hoxter informed the Board that she would also like to implement a similar arrangement with AJ Jurich for emergencies that occur which are on a larger scale.

Upon motion and second (Stookey/Lohr) the Board authorized the Chairman to enter into an Agreement or a Memorandum of Understanding on behalf of the Authority with Delcora to



provide emergency services as discussed at this meeting subject to satisfactory review by Solicitor Sheridan.

Upon motion and second (Stookey/Lohr) the Board authorized the Chairman to enter into an Agreement or a Memorandum of Understanding on behalf of the Authority with AJ Jurich to provide emergency services as discussed at this meeting subject to satisfactory review by Solicitor Sheridan.

MANAGER

Ms. Hoxter presented her written report and reviewed recent emergencies including a blocked culvert under Ridge Road in December, which resulted in the outfall pipe at the Ridings plant being under water for over twelve hours. Ms. Hoxter worked with the Township Manager and PennDOT to unblock and monitor the culvert and asked the Township Manager to add the culvert to a list for regular monitoring as well as for the Township Engineer to review the culvert for adequacy as it appears to be undersized. If it's determined to be inadequate, the case will be made to PennDOT to modify the culvert.

Ms. Hoxter also reported on the flood which occurred in the first floor offices of the Township Building, requiring relocation of the Sewer Authority's office, files and office equipment. Remediation is underway and the Authority is currently operating out of the large meeting room.

Ms. Hoxter further reported on a recent hand dig that was required in order to locate the Authority's forcemain in an area of the Ridings system where bamboo removal was necessary near the forcemain. Ms. Hoxter indicated there may be future requests to the Board for GIS and other mapping services to assist with improved mapping of lines in the Ridings service area.

Ms. Hoxter informed the Board that as a result of receiving a recent application with a problematic sewer connection plan, she met with the Township Manager and created a new procedure which requires an official review from the Authority Engineer when the Township receives a sub-division land development application requiring public sewer. Previously, the Authority Engineer did not see applications or plans until the sewer connection permit application was submitted – after the plans had already gone through the approval process at the Township. At that point, any problem with the location or the connection would be difficult to change. Under the newly implemented procedure, the Township is including the Authority Engineer's review in their fees to the Applicant.

ENGINEER

Mr. Leisse presented his written report and informed the Board that the Authority has received the NPDES permit renewal for Turners Mill. The permit amendment application for the Act 537 Plan Update project has now been submitted and has been confirmed as received by the PaDEP who has up to 180 days to review the application. While waiting for the amended permit application approval, Pennoni is working on scenarios for forcemain routing. Mr. Leisse will stay in regular contact with the DEP regarding the status of the application.



SOLICITOR

Mr. Sheridan informed the Board that he sent a response letter to representatives for Brandywine Mills Shopping Center who have asked that the Authority now accept dedication of the sewer lines in the center. Mr. Sheridan's response indicated the Authority will not accept dedication of sewer lines in the center until the project is complete. There is one pad site that is not yet done and per Agreements the project must be complete prior to dedication.

Mr. Sheridan updated the Board on recent actions regarding several delinquent accounts.

ASSISTANT TREASURER

Ms. Hoxter presented the Assistant Treasurer's written report and reviewed cash balances.

Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for December 2018 in the amount of \$51,002.09.

Upon motion and second (Lohr/Henry) the Board approved ACH and check payments for January 2019 in the amount of \$58,495.15.

Ms. Hoxter informed the Board that a PLGIT CD matured on December 20, 2018. After obtaining best rates, and upon approval of the Chairman and Treasurer, she re-invested \$100,000.00 in a one-year PLGIT CD. Interest earned on the maturing CD was \$1,900.00 and interest to be gained upon maturity of the new CD will be \$2,980.00 on December 20, 2019.

Upon motion and second (Lohr/Henry) the Board ratified the purchase of a CD through PLGIT from First Internet Bank of Indianapolis in the amount of \$100,000.00 at net interest of 2.83% on December 20, 2018.

Mr. Stookey reviewed 2018 year end reports with the Board including engineering costs. Ms. Hoxter informed the Board that engineering costs for the Act 537 Plan Improvements project for 2018 will be re-classed and 2019 project expenses (including engineering) will be classed as a Construction in Progress fixed asset as discussed during the budgeting process.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

Ms. Hoxter updated the Board on the status of the Authority's records and mold remediation work in the file room.

Mr. Lohr updated the Board on the status of agreements between Springhill Farms and Pettinaro and Springhill Farms and Delcora, who now own the plant. Their Planning Module was



submitted to DEP and comments have been received. The goal for connection to Pettinaro's forcemain is April 2019.

Ms. Hoxter reviewed delinquent accounts with the Board.

NEW BUSINESS

Ms. Hoxter asked the Board for authorization to allow online access to DNB accounts to view accounts and transfer funds from DNB escrow accounts to the DNB operating account if necessary.

Upon motion and second (Mennicke/Lohr) the Board authorized Ms. Hoxter, Mr. Stookey and Mr. Henry to have online account access to DNB bank accounts.

Ms. Hoxter reviewed the Authority's current Fee Schedule with the Board, specifically the application fees which have not been covering costs. She has reviewed the application fees with Mr. Leisse and would like to revise the fee schedule for 2019 to reflect those updated application fees along with several others.

Upon motion and second (Stookey/Mennicke) the Board approved Resolution 2019-01: Revised Fee Schedule.

Ms. Hoxter reviewed paperwork with the Board which is required to open an escrow account for Springwater Center.

Upon motion and second (Stookey/Lohr) the Board approved Resolution 2019-02: Authorization to Open O&M Escrow Account for Springwater Center.

Ms. Hoxter reviewed Mr. Henry's recent request to consider how the Authority can cut back on paper used for Authority meetings. After discussion of several options with the Board, it was decided that the Authority would use electronic devices for review of meeting binders starting with the next meeting on March 19, 2019.

Ms. Hoxter handed out Statements of Financial Interest Forms which are due May 1, 2019.

Upon motion and second (Mennicke/Lohr) the meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Valerie Hoxter
Authority Manager